



Our mission at ICON is to consistently anticipate and exceed our customers' expectations by providing outstanding facilities and superior service at each and every one of our clubs. We strive for constant improvement and will conduct ourselves according to the highest standards of integrity and professionalism.

Location: The Colony Golf & Country Club

Job Title: Executive Chef

Reports To: General Manager/Club Manager

www.thecolonygolfcc.com

Position Summary:

The Executive Chef is responsible for all food production used for restaurants, banquet functions and other outlets. Develops menus, food purchase specifications and recipes. Supervises food production staff. Develops and monitors food and labor budget for the department.

Essential Job Functions:

- Delivers and promotes prompt, courteous and friendly service to all members, guests and employees.
- Develops recipes and techniques for food preparation and presentation to assure consistent high quality and to minimize food costs.
- Exercises portion control over all items served and assists in establishing menu selling prices.
- Works to minimize food waste and theft.
- Plans menus with Club Manager and/or Food and Beverage Manager for all restaurant outlets in the club considering guests, marketing conditions, holidays, costs and a wide variety of other factors.
- Give prepared plates the "final touch."
- Helps plan external and internal marketing and sales promotion activities for the club operation.
- Reviews and initiates programs to provide members with a variety of popular events.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Schedules and coordinates the work of subordinate chefs, cooks and other kitchen employees to assure food preparation is economical and technically correct.
- Recommends employment, supervises, trains and terminates staff in the food/production area.
- Identify and rectify arising opportunities within the dining experience.
- Purchases food products and other necessary food preparation supplies. Establishes and monitors compliance with company purchasing policies and procedures.
- Ensures high standards of sanitation and cleanliness are maintained throughout the kitchen areas at all times.
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles.

- Evaluates food products to assure that high quality standards are consistently attained.
- Prepares all necessary data for the budget in his/her areas of responsibility; projects-annual food and labor costs and monitors actual financial results relative to goals; takes corrective action where necessary to help assure that financial goals are met.
- Participates in outside activities that are judged as appropriate and approved by the General Manager (Club Manager) and/or Director of Club Operations to enhance the prestige of the club; broadens the scope of the club's operation by fulfilling the public obligations of the club as a participating member of the community.
- Attends staff meetings, culinary committee and other departmental meetings as necessary.
- Interacts with Food and Beverage Manager and/or Club Manager to assure that food production consistently exceeds the expectations of members and guests.

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and safely. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please speak to your supervisor if you feel that you require an accommodation.

Educations/Certificates/Licenses/Training:

- High School Diploma required. Food handler certification required.
- Bachelor's Degree preferred with a concentration in management and/or hospitality.
- Culinary school diploma or degree in food service management or related field.
- Valid Florida Food Manager Certificate required.

Experience/Background/Knowledge:

- Previous supervisory experience in the food and beverage industry preferred.
- Proven working experience as a head chef
- Excellent record of kitchen management
- Ability to spot and resolve problems efficiently
- Capable of delegating multiple tasks
- Communication and leadership skills
- Keep up with cooking trends and best practices
- Working knowledge of various computer software programs (MS Office, restaurant management software, POS)

Skills:

- Comply with nutrition and sanitation regulations and safety standards with a sense of urgency.
- Maintain a positive and professional approach with coworkers and customers
- Guest-oriented and service-minded.
- Outstanding written and verbal communication skills.
- Ability to analyze/solve problems, multitask and work in a fast paced environment.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; use hands and fingers to handle, or feel; reach with hands and arms, and climb or balance. The employee is occasionally required to sit; stoop, kneel, and crouch; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. At times, may be required to operate a motor vehicle.

Schedule Requirements:

Open flexibility including holidays and weekends.

Benefits:

ICON Management offers benefits to all full-time employees the first of the month following 60 days of employment. The following benefit programs are available to eligible employees:

- Health Insurance with a generous employer contribution
- Vacation
- 401k and employer contribution
- Paid holidays
- Life Insurance
- Short Term Disability
- Employee Assistance Program

Qualified candidates can send cover letter and resume to:

Nicole Camp, Club Manager

nicolecamp@thecolonygolfcc.com